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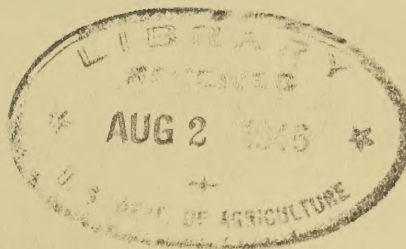
Rural Electrification Administration

ANNUAL ADMINISTRATIVE CONFERENCE

OF STAFF AND FIELD PERSONNEL

January 9-13, 1939

Department of Commerce Auditorium
Washington, D. C.



THE NATIONAL BUREAU OF INVESTIGATION

GENERAL INVESTIGATIVE DIVISION

OF THE FEDERAL BUREAU OF INVESTIGATION

REPORT OF THE
SPECIAL AGENT IN CHARGE
OF THE NEW YORK OFFICE

MONDAY, JANUARY 9
FORENOON SESSION -- 9 A.M.

Address by the Administrator: The Purpose of the Conference; the Objectives of REA; the Future of REA

An Over-all Picture of REA Activities, by Periods in the Development of a Project
And By Operations of Each Division

1. From the inception of a project to allotment
 - Activities of the Examining Division -- C. O. Falkenwald, Director
 - Activities of the Legal Division -- Harry C. Lamberton, Assistant to General Counsel
 - Activities of the Operations Division -- F. Harper Craddock, Chief, Rate Section
2. From allotment to execution of the construction contract
 - Scheduling Operations -- George D. Babcock, Management Engineer
 - Activities of Engineering Division -- Ward Freeman, Coordinator, Guy W. Thaxton
Regional Engineer, T. E. Keeton, Field Engineer
 - Activities of Legal Division -- Russell P. Fischer, Assistant to General Counsel
 - Activities of Operations Division -- Louis Stephens, Regional Supervisor
 - Activities of Finance Division -- Joseph F. Marion, Director
3. From execution of the construction contract to withdrawal of contractor
 - Activities of Engineering Division -- Richard J. Beamish, Jr., Regional Engineer,
Osborne W. Briden, Field Engineer
 - Activities of Operations Division -- Arnold Sukrow, Regional Supervisor
 - Activities of Legal Division -- William G. Helfrich, Head, Operations Section
 - Activities of Finance Division -- F. Allen Vardy, Chief, Project Voucher Audit
Section
 - Activities of Utilization Division -- George Munger, Director

AFTERNOON SESSION -- 2:15 P.M.

4. From withdrawal of contractor to certification of completion
 - Activities of Operations Division -- D. B. Gilmore, Chief, Field Audit Section,
Mercer G. Johnston, Assistant to Director
 - Activities of Engineering Division -- L. A. Sears, Regional Engineer, Carlton
Blickley, Field Engineer
 - Activities of Legal Division -- Thomas E. O'Callaghan, Assistant General Counsel
 - Activities of Finance Division -- John Asher, Assistant Chief, Project Voucher
Audit Section
5. After project is turned over to borrowers
 - Activities of Operations Division -- C. A. Winder, Director
 - Activities of Finance Division -- George E. Chamberlin, Insurance and Tax Expert
 - Activities of Legal Division -- Vincent D. Nicholson, General Counsel
 - Activities of Engineering Division -- George J. Roewe, Regional Engineer

Copies of a summary of these explanations will be available on Tuesday, January 10

TUESDAY, JANUARY 10

PROBLEMS OF FIELD REPRESENTATIVES

FORENOON SESSION -- 9 A.M.

Both sessions of the day are to be devoted to answering questions (a) which have been submitted in advance and (b) which are asked from the floor, by field and staff personnel. Each division will be represented on the platform by a panel of several of its members in the following order:

1. Examining Division: Problems of Examination and Allotment
Panel: Carlton Nau, Assistant Director, John K. Rose, Economic Analyst, Harry McCollum, Regional Examiner, Will Kline, Regional Examiner
2. Legal Division: Problems of a Legal Nature
Panel: Vincent D. Nicholson, General Counsel, Ellsworth E. Clark, Assistant Counsel, Lionel Summers, Head, Right-of-Way and Title Section, K. Wilde Blackburn, Assistant Counsel, William C. Wise, Assistant Counsel
3. Finance Division: Problems of Advances, Insurance and Taxes
Panel: John Asher, Assistant Chief, Project Voucher Audit Section, Westray B. Boyce, Chief, Insurance Section, R. R. Couse, Chief, Accounting Section, L. S. Travis, Chief, Tax Section, H. D. Waterhouse, Chief, Projects Expenditure Report Unit
4. Engineering Division: Problems of Construction
Panel: Henry Richter, Engineer in charge of Materials, Plans and Specifications, James Van Hoose, Regional Engineer, John O'Shaughnessy, Regional Engineer

AFTERNOON SESSION -- 1:30 P.M.

5. Operations Division: Problems Pertaining to Project Operations
Panel: C. A. Winder, Director, F. Harper Craddock, Chief, Rate Section, D. B. Gilmore, Chief, Field Auditing Section, Udo Rall, Consultant on Cooperative Organization and Management, Mercer G. Johnston, Assistant to Director
6. Utilization Division: Problems Pertaining to Load and Load Building
Panel: George Munger, Director, Oscar W. Meier, Agricultural Engineer, Loren M. Jenks, Engineer, Willard J. Luff, Engineer in charge of Plumbing Activities, Clara Nale, Home Electrification Specialist, J. W. Pyles, Wiring Specialist.

A demonstration of the telephone interference problem with the use of laboratory equipment lent by the American Telephone and Telegraph Company will be held in Room 538 Investment Building at 5 P.M. This demonstration is being arranged particularly for all members of the Engineering Division. A similar demonstration will be given Thursday for all other members of the organization

WEDNESDAY, JANUARY 11

FORENOON SESSION -- 9 A.M.

1. Management Engineering Our Program -- H. S. Person, Consulting Economist,
Administrative Division
2. REA Production Control -- George D. Babcock, Management Engineer,
Administrative Division
3. Simplification and Expedition of Staff Work -- Joseph A. Piacitelli,
Industrial Engineer, Administrative Division
4. Simplification and Expedition of Field Work --

Chester Lake, Senior Field Representative, Administrative Division
 Merle Smedberg, Field Representative, Engineering Division
 Walter B. Bigelow, Field Representative, Engineering Division
 Mary Rockwell Pritchett, Jr. Project Auditor, Operations Division
 William H. Calloway, Jr. Project Auditor, Operations Division
 Merton Howard Cooper, Sr. Project Auditor, Operations Division
 Walter Wolff, Field Representative, Examining Division
 Oneta Liter, Home Electrification Specialist, Utilization Division
 Richard Dell, Utilization Representative, Utilization Division

5. Questions, answers, and general discussion

AFTERNOON SESSION

Meeting of the Operations Division for the discussion of divisional problems
 to be held in the Department of Commerce Auditorium -- 2:30 P.M.
 Members of any division may attend the conference of any other division

EVENING

An REA Family Evening including:

A Talk by the Administrator
 A Searching Play
 An Hour of the Best There is in Motion Pictures

Commerce Auditorium -- 8 P.M.

THURSDAY, JANUARY 12

FORENOON SESSION -- 9 A.M.

1. The Agricultural Setting

- a. Farm Credit -- Albert S. Goss, Land Bank Commissioner, Farm Credit Administration
- b. Where is American Agriculture Headed -- H. R. Tolley, Chief of the Bureau of Agricultural Economics, U. S. Department of Agriculture
- c. What the Extension Service Is Doing For Rural Electrification -- C. W. Warburton, Director, Extension Service, U. S. Department of Agriculture
- d. Paying Uses For Electricity On The Farm -- S. P. Lyle, Principal Agricultural Engineer, Bureau of Agricultural Engineering, U. S. Department of Agriculture
- e. How The Bureau of Home Economics Can Help The Rural Electrification Program -- Dr. Louise Stanley, Chief, Bureau of Home Economics, U. S. Department of Agriculture
- f. What We Plan To Do Next For Rural Electrification -- Lenore E. Sater, Chief of the Division of Housing and Household Equipment, Bureau of Home Economics, U. S. Department of Agriculture
- g. Future Farmers and Rural Electrification -- J. A. Linke, Chief, Agricultural Education Service, Office of Education, U. S. Department of Interior
- h. Why 4-H Clubs Welcome Rural Electrification -- Gertrude L. Warren, Organization 4-H Club Work, Extension Service, U. S. Department of Agriculture
- i. Rural Electrification -- Lines and Load on Farms and Folks? -- George W. Kable, Editor, Electricity on the Farm, New York City

2. Questions, answers and general discussion

AFTERNOON

Meeting of the Utilization Division for the discussion of divisional problems -- to be held in the conference room at 2000 Massachusetts Avenue -- 2 P.M.
Members of any division may attend the conference of any other division

A demonstration of the telephone interference problem with the use of laboratory equipment lent by the American Telephone and Telegraph Company will be held in Room 538 Investment Building at 3 P.M. All members interested in this problem are invited to attend.

EVENING

Meeting of the Engineering Division for the discussion of divisional problems to be held in the offices of the Engineering Division, Annex B, 821 15th St., N. W., third floor -- 7:30 P.M.
Members of any division may attend the conference of any other division

FRIDAY, JANUARY 13

FORENOON SESSION -- 9 A.M.

1. FIELD REPORTS

- a. Field Representatives as Eyes and Ears for the Administrator -- by the Administrator
- b. Some Illustrations of Helpful and Non-Helpful Field Reports -- by Robert B. Craig, Executive Assistant to the Administrator, Administrative and Management Divisions

2. COOPERATIVE AND NON-PROFIT ORGANIZATIONS

- a. Characteristics of REA Borrowers' Organization -- by Udo Rall, Consultant in Cooperative Organization and Management, Operations Division
- b. Maintaining REA Borrowers' Organizations as Democratic Institutions -- by Boyd Fisher, Special Assistant to the Administrator in Charge of State Relations, Administrative Division

3. THE PROBLEM OF BORROWERS' PERSONNEL

- a. Necessary Qualifications for a Borrower's Attorney -- by Allen Moore -- Special Assistant to the General Counsel, Legal Division
- b. Necessary Qualifications for a Project Engineer -- by Ben Creim, Regional Engineer, Engineering Division
- c. Procurement of Suitable Personnel for Borrowers' Organizations -- by George J. Long, Sr. Field Representative, Operations Division
- d. In-Service Training for REA Student Engineers -- by Josephine Blades, Training Supervisor, Personnel Section, Management Division
- e. The Training School for Project Superintendents and Managers -- by Robert B. Craig, Executive Assistant to the Administrator, Administrative and Management Divisions
- f. The Training School for Project Bookkeepers -- by Daniel B. Gilmore, Chief, Field Auditing Section, Operations Division

Questions, answers, and general discussion

AFTERNOON SESSION -- 1:30 P.M.

1. OUTSIDE RELATIONS

- a. REA Relations with Other Organizations -- by Foster Adams, Chief, Research and Statistics, Administrative Division
- b. Relations with Projects Through the Dissemination of Information -- by Kendall Foss, Special Assistant to the Director of Information and Research, (at present Acting Director of Information and Research)
- c. The Graphical Presentation of Information -- by William B. Phillips, Chief, Publication Section, Division of Information and Research
- d. What Newspapers Want to Know About Our Program -- by Allyn Walters, Chief, Information Section, Division of Information and Research

FRIDAY, JANUARY 13

AFTERNOON SESSION (Continued)

2. WHAT THIS CONFERENCE HAS MEANT TO ME --

George A. Lewis, Field Representative, Examining Division
Walter Coppinger, Utilization Representative, Utilization Division
Virginia Houtchens, Home Electrification Specialist, Utilization Division
Daniel W. Teare, Utilization Representative, Utilization Division
Clay Drewry Blair, Field Engineer, Engineering Division
William Jackson Early, Audit Report Reviewer, Operations Division

The Administrator

EVENING

Informal Dance at 2400 16th Street, N. W. -- 10 P.M. to 1 A.M.

SATURDAY, JANUARY 14

Meeting of the Examining Division for the discussion of divisional problems
to be held in the conference room at 2000 Massachusetts Avenue -- 9 A.M.
Members of any division may attend the conference of any other division

A demonstration of the telephone interference problem with the use of laboratory
equipment lent by the American Telephone and Telegraph Company will be held
in Room 538 Investment Building at 9 A.M. This demonstration is being
arranged particularly for student engineers.

